

**INFORMATION TECHNOLOGY POLICY
AND STRATEGY COMMITTEE
MINUTES**

*June 27, 2002
Room 405 State Capitol
9:00-11:00am*

In Attendance:

Al Sherwood
Bob Woolley
Brad Brown
Brent Cleverly
Brett Shaw
Carl R. Meek
David Fletcher
David Willis
Gary Wixom
Glenn Stohel
Jack Pferdner
James Whittaker
Jeannie Watanabe
John Malouf
Julie Orchard

Ken Elliott
Ken Gee
Kevin Perry
Kevin Van Ausdal
Lloyd Johnson
Phil Windley
Randy Fisher
Rick Gee
Rich North
Scott Morrill
Steve Fulling
Steve Hess
Sue Martell
Tim Cornia
Wade Billings

I. Welcome and Approval of Minutes (Phil Windley)

Phil Windley called the meeting to order at 9:00am. He asked for approval of the March 28, 2002 meeting minutes. Two changes were made. Change statues to statutes and clarify motion for Production Data Storage Policy.

ACTION

With the proposed changes, David Willis motioned for approval of the minutes and Brent Cleverly seconded the motion. Motion passed.

II. Administrative Rules R365-3 (action) (Al Sherwood)

A couple of changes have been made since the last review. Those have been underlined in the document. The word device was taken from the document. In 3-5-d the word entity means state agency. On the last page the non-state third party was struck from the document.

ACTION

Scott Morrill motioned that a clause be added to 365-3-5 to say that in order to maintain compliance with software licensing agreements the supporting state agency must obtain written approval from the license agency before upgrading, installing or uninstalling software. Randy Fisher seconded the motion. Motion failed 9 to 8.

Al Sherwood stated the other changes as noted in the document.

ACTION

Kevin Van Ausdal made a motion to pass this rule with the proposed changes and David Willis seconded the motion. Motion passed. Al Sherwood will send out a final copy.

III. Policy Drafts (information) (Bob Woolley)

1) Virus Detection Policy

All agencies have been encouraged to do the right thing with regard to virus detection. The policy is pretty straightforward. This policy will be taken to SISC and then brought back for action in the ITPSC next meeting. It was recommended to have a software list made so each time a new software is used the rules don't have to be changed, just the list. Email recommendations to Bob Woolley.

2) State User Authentication Policy

Working with vendors to draft policy that will use available state infrastructure.

3) State Firewall Policy

Policy is near completion. A new copy was handed out at the meeting. Only alteration was regarding firewall change. Clarification on the definition of firewall was requested.

IV. HIPPA Work Group (information) (Bob Woolley)

1) HIPPA and Related Security Requirements Workgroup Report

The group will meet on July 11th to vote on these requirements. Phil suggested maybe inviting UEN at some point to be involved with these discussions.

V. Project Documents and Updates (information) (Bob Woolley)

1) UMD Design Document

The design document is for information only.

2) UMD Project Update

The project is on target and only one adjustment will be made. One more testing date has been added on July 15th. There has been some great cooperation from all of the agencies.

3) TSM Update

Steve Fulling talked about the new-tiered support model and asked for inside feedback on the customer service they receive from the support center. ITS is working through the bugs, but they can't fix things that they don't know about.

4) Utah.gov update

Darrus McBride said that the project of changing the email addresses is on target. Communicate with your agencies the changes that are being made so they aren't taken by surprised.

5) UII Migration Status

The project is moving along well. The migration should appear transparent to the user.

VI. Software Development Discussion

Does ITPSC want to make software policies or standards? Outsourcing vendors? When software is installed it should move us forward and be compatible with other applications. The group generally favors pursuit of these software policy discussions. Send ideas to Bob Woolley.

VII. Others

1) URLs

Most URLs have "www" in front of it. Some don't and this leads to user confusion. Sites should always be redirected to a "www" site. Make the usability of the system easy for the user. If there are comments about this, send them to Phil Windley.

2) Acceptance Testing

Document on policy for network centric applications. Send comments to Bob Woolley. This will come back to ITPSC for more discussion.

Meeting adjourned at 11:00 am